

**Town of Exeter, New Hampshire
Position Description**

Position Title: **Maintenance Technician/
Electrician**

Department: Public Works
822

Reports To: Maintenance Superintendent

Date: September 2023

GENERAL SUMMARY:

Under the general direction of the Maintenance Superintendent, responsible for providing electrical support to the Town buildings and grounds, equipment, sewer pumping stations, and water treatment plant. Supports construction functions within the Public Works Department including snow removal.

ESSENTIAL JOB FUNCTIONS*:

- Utilizes a work order system to ensure the electrical systems at all Town buildings and pumping stations are operating to full potential.
- Installs and repairs a variety of electrical equipment including generators, transformers, switchboards, controllers, circuit breakers, motors, conduit systems, and other transmission equipment.
- Locates and diagnoses trouble in the electrical system or equipment.
- Inspects buildings for safety and maintenance; takes appropriate action to repair any deficiencies.
- Works standard computations relating to load requirements of wiring, electrical system, or equipment; uses a variety of electrician's hand tools and measuring and testing instruments.
- Maintains electrical facilities within the Town; detects and reports to supervisor improper operation, faulty equipment, defective materials, and unusual conditions.
- Maintains stock and tools to carry out the essential functions of the position.
- Operates trucks for snow plowing and other equipment, as required.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs on-call coverage for emergencies and problems related to electrical failures.
- Promotes and maintains positive community relations.
- Adheres to Town's written operating procedures and policies.
- Performs other related duties as assigned.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:

Duties require knowledge of electrical work equivalent to completion of an Associate's Degree and one to three years of related experience, or an equivalent combination of education and experience. State of New Hampshire Master or Journeymen Electrician's License preferred, or a registered apprentice currently working towards license. Must possess a valid State of New Hampshire Class D driver's license.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES (Continued)

Thorough knowledge of electrical principles and technology, including installation and operational procedures.

Knowledge of mechanical equipment operations and repair procedures.

Thorough knowledge of the applicable codes and requirements for electrical and mechanical repair and the associated occupational hazards and safety requirements for work of this type.

Ability to read and interpret electrical and mechanical diagrams and blueprints.

Ability to read and interpret electrical and mechanical manuals for operation, diagnostic needs, and repair.

Ability to maintain records and develop maintenance and testing schedules.

Ability to communicate effectively both verbally and in writing.

Skill in the operation and maintenance of equipment used in diagnostic and repair activity.

Knowledge and experience working on electrical controls, installations, generators, and preventative maintenance procedures.

Skill in the operation and maintenance of equipment used in work including but not limited to meters, tracers, drills, hammer drills, and circuit tester.

SUPERVISORY RESPONSIBILITY:

This job has no supervisory responsibilities.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Periods spent outside, requiring exposure to weather conditions.

Regular periods spent climbing, standing and lifting; occasional requirement to work in confined spaces.

May operate equipment which causes loud noise levels and high vibrations.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**